

DRAFT

**MAINTENANCE PLAN
CHALET OPERATIONS
GLACIER NATIONAL PARK**

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I. INTRODUCTION

This Maintenance Plan between _____ (herein referred to as the “Concessioner”) and Glacier National Park, National Park Service (herein referred to as the “Service”) will serve as a supplement to Concession Contract CC-GLAC004-05 (herein referred to as the “Contract”). It describes specific maintenance responsibilities of the Concessioner and the Service with regard to those lands and facilities with Glacier National Park which are assigned to the Concessioner for the purposes authorized by the Contract.

In the event of any apparent conflict between the terms of the CONTRACT and this Maintenance Plan, the terms of the CONTRACT, including its designations and amendments, shall prevail.

This plan shall remain in effect until superseded or amended. It will be reviewed annually by the Superintendent in consultation with the Concessioner and revised as determined necessary by the Superintendent of Glacier National Park. Revisions may not be inconsistent with the terms and conditions of the main body of this CONTRACT. Revisions must be reasonable and in furtherance of the purposes of this CONTRACT.

II. GENERAL STANDARDS FOR CONCESSION FACILITIES

The NPS Concession Review Program provides general direction, expectations, and standards on all aspects of concession operations. The standards for interior and exterior maintenance as amended, supplemented, or revised, are hereby incorporated by reference.

The concessioner is required by the terms of the contract to maintain the facilities used in a manner that is acceptable to the NPS. It is the purpose of this Maintenance Plan to help define the necessary standards and to define the maintenance relationship between the concessioner and the NPS. Both the concessioner and the NPS have specific responsibilities as outlined in the concession contract and this plan.

III. GENERAL MAINTENANCE RESPONSIBILITIES

The Concessioner is responsible for the operation, general maintenance, and repair of all buildings and facilities, grounds, and related equipment within their assigned area. At both locations the facilities include kitchen and dining room, guest and employee sleeping rooms, and a portion of the former comfort station building containing the shower and storage room. Maintenance, operation, repainting, and repair shall be carried out by the Concessioner on a timely basis to ensure a safe and well-maintained appearance (Section IV). Any changes in the architecture, building interior or exterior, including color and material must be approved in advance by the NPS. Preservation maintenance, routine maintenance and repair on all structures must be consistent with NPS standards and guidelines. An annual report on the work performed will be provided to the Superintendent by March 15 each year.

The Chalets were constructed around 1914 by the Great Northern Railroad and are currently on the National Register of Historic Structures as a National Historic Landmarks. This historic designation places certain restrictions on the type of repair and maintenance which can be performed on the structures. Therefore, the Concessioner must consult with the Superintendent prior to performing repair or maintenance responsibilities. The concessioner will ensure that all operations, repair, maintenance and new construction adhere to the contract requirements and the Secretary of Interior’s Standards for Treatment of Historic Properties. Any work that modifies concession facilities requires written approval

by the NPS prior to commencing work. (See Contract – Exhibit F).

A. Assigned Area

Lands assigned to the Concessioner are identified on the enclosed "Land Assignment Map" (Attachment No. 1).

B. Government Improvements Assigned to the Concessioner

Government Improvements assigned to the Concessioner for use under the Contract are identified in Exhibit C to the Contract.

C. Access to Concession Facilities

The Superintendent or his designated representatives will have access to all concessioner facilities in Glacier National Park to conduct evaluations and other required inspections.

D. Project Review and Compliance

Written notification and approval is required for improvement, modifications or maintenance projects that change the nature or appearance of any historic facility or site.

The Concessioner shall submit plans for all proposed work or actions affecting these historic facilities or sites to the Service to ensure compliance with laws, policies, and guidelines, including the National Environmental Policy Act (NEPA) and the National Historic Preservation Act of 1966, as amended. This applies to any undertaking that may affect a historic structure, historic district, cultural landscape, archeological site, or historic object or furnishing.

The Concessioner must document proposed actions using the "Proposed Project Review Form" (Attachment No. 2). Inclusion of all detailed information regarding the proposed project will expedite the review and approval process. Service representatives will provide guidance to the Concessioner on the preparation of the form if requested. The proposed project may be reviewed by the Service cultural resources staff at the park and regional level, the State Historic Preservation Officer, and the Advisory Council on Historic Preservation and the NEPA Coordinator of the park. Service approval is required prior to undertaking the proposed action.

E. Trails

The Service will maintain all trails within the Concessioner's assigned area as budgets allow. Informal social trails will be closed and revegetated where possible. The Concessioner's cooperation and provision of visitor information is expected in this regard. Trails to and from the Chalets may be closed during the season for reasons of resource protection, visitor safety or emergency conditions.

F. Roads

One of the issues addressed in the General Management Plan is how to handle the deteriorating

condition of the Going-to-the-Sun Road which bisects the park. This road provides access to the trailheads to Sperry and Granite Park Chalets. Failures on this road or reconstruction activities planned over the next ten years could impact the operation or require adjustments in how the Chalets are accessed.

G. Grounds

The Concessioner will ensure all grounds within the assigned area are kept free of litter and debris, well maintained, uncluttered, and present a neat appearance at all times. This will include all facilities assigned to the Concessioner and all areas for which the Concessioner is responsible for as outlined in the land assignment. Undeveloped or unsurfaced areas will be maintained in their natural state.

H. Garbage and Trash

The Concessioner shall ensure that refuse is stored in areas which are rodent-proof, waterproof, and bear-proof. Concession employees are responsible for keeping all assigned areas clean of litter and trash. The Bear Management Plan pertaining to garbage handling by residents and businesses shall apply to the Concessioner. The Concessioner is responsible for providing suitable refuse receptacles, liners, if required for the receptacles, and for maintaining them in a clean and presentable manner. Refuse must be packed out of the area, removed from the park, and disposed of in a manner approved of by the Superintendent. Guests should be encouraged to pack out what they pack in to reduce garbage accumulation. Some paper garbage may be appropriate for burning in the wood stove, however, foil, plastic, and other substances should not be burned at the Chalets. The Concessioner will recycle wherever possible.

I. Public Signs

Public signs for which the Concessioner is responsible must be appropriately located, accurate, attractive, well maintained, and meet standards of the Park Sign Plan. Hand written signs, for other than short term emergency situations, are not acceptable. Signs shall be prepared in a professional manner, consistent with Service standards, appropriate for the purpose they serve and approved by the Superintendent prior to installation. Service public notice signs (high fire hazards, trail regulation, and information-type signs) will be provided by the Service. If Concessioner's signs are made by the Service, the Concessioner will be billed, and special conditions may apply.

J. Public and Other Areas

The Concessioner shall ensure that the kitchen/dining room, and other spaces are clean and well maintained.

IV. STRUCTURES AND FURNISHINGS

A. Concessioner Responsibilities

The Concessioner will be responsible for all interior and exterior routine maintenance on the Government improvements assigned to the Concessioner. Routine maintenance does not include

projects such as total replacement of roofs and wood floors. Any work that modifies concession facilities requires written approval by the NPS prior to commencing work. The concessioner will ensure that all operations, repair, maintenance and new construction adhere to the contract requirements and the Secretary of Interior's Standards for treatment of Historic Properties. The Concessioner will also be responsible for the repair and replacement of furnishings normally considered personal property, which are currently owned by the government (see Exhibit D). Any changes in the architecture, building interior or exterior, including color and material should be approved in advance by the NPS. Preservation maintenance, routine maintenance and repair of all structures must be consistent with NPS standards and guidelines. The following list is illustrative, not all inclusive, of the responsibilities assigned.

1. Interior/exterior painting (the color and quality of the paint will be approved by the Service).
2. Maintaining interior finishes.
3. Maintenance and repair of lighting and propane systems.
4. Repair and maintenance of plumbing and plumbing fixtures in consultation with the Service.
5. Repair and maintain all stairways, railings, and porches attached to the structures in consultation with the Service.
6. Maintenance or refinishing of all floors, floor coverings, and walking surfaces within the buildings (with the exception of spalling or cracking of concrete and full replacement of wood floors).
7. Servicing and replacement of kitchen ranges, refrigerators, freezers, stoves, and other appliances. Servicing should be limited to simple adjustments. Servicing beyond this will require consultation with the Service and authorized propane repair service to protect the equipment.
8. Purchase and replacement of cooking utensils, dishes, and flatware used by the Concessioner.
9. Refinishing and replacement of tables, benches, chairs, bedframes, counters, and other furnishings including mattress replacement when needed. (See Operating Plan, Section III.A.8)
10. The concessioner will develop a program to identify and mitigate hazardous lead-based paint in accordance with the Lead Poisoning Prevention Act of 1971, Public Law 91-695, as amended in 1987 and 1988; and NPS Housing Design and Rehabilitation Guidelines (DO- 76). Lead levels must be detected before renovating any building constructed prior to 1977.
11. The concessioner will comply with all applicable federal, state, and local codes, including, but not limited to, the National Fire Protection Association's (NFPA) and

applicable OSHA standards.

12. The concessioner will develop and implement preventive maintenance guidelines for building systems to ensure efficient operations for approval by the Service. The concessioner will clean and inspect all interior systems prior to each operating season, including but not limited to, chimneys, fireplaces, stoves, etc.
13. The concessioner will provide and maintain safety devices, in accordance with applicable codes, including but not limited to, fall protection, confined space, fire detection, suppression equipment, etc. and all equipment necessary for the protection of the employees and the public, as well as concessioner-owned and government-assigned improvements by complying with all applicable codes.
14. Many concession facilities are listed on, or are eligible for nomination to the National Register of Historic Places. The concessioner will submit plans for all proposed work or actions affecting these resources to the NPS to ensure compliance with laws, policies, and guidelines, including the National Historic Preservation Act of 1966, as amended. The NPS will work with the concessioner to ensure that compliance requirements are followed.
15. The concessioner will ensure that buildings are adequately winterized and secured while unoccupied. Shutters, where appropriate, will be installed to protect unoccupied buildings. This will be done jointly with the Service.
16. The concessioner will be responsible for repairing any damage caused to any assigned structure or utility due to negligence on the part of a concessioner employee or supplier.

B. Service Responsibilities

The Service will be responsible for all structural maintenance on the Government Improvements assigned exclusively to the Concessioner as budgets allow. Those responsibilities are further defined as follows:

1. Foundations, supports, and joists under the lowest sub-floor and interior load-bearing structures.
2. Full replacement of shingle, shake, or composition roofs.
3. Exterior walks and trails to the foundation lines of the structure.
4. Maintenance of spalling concrete floors and full replacement of hardwood flooring.
5. Service and/or replacement of plumbing system only as required to comply with new safety or code regulations within a building.

6. Upgrading and modification of structures and utility systems to meet necessary health and safety codes.
7. Development of a schedule for identifying and abating asbestos in accordance with OSHA 29 CFR 1926.58, Environmental Protection Agency (EPA), 40 CFR 61.M, 763.E and G, and NPS 76.

V. UTILITIES

Operation of the utility systems will include the water, sewer, and composting toilet facilities.

The NPS will be responsible for cleaning, maintaining and supplying the composting toilet at Granite Park and Sperry Chalet. The NPS will assist with hook up of propane provided by the Concessioner to the propane systems operating the stoves, refrigeration and public area lighting at both chalets. Propane and approved and certified propane canisters will be supplied by the Concessioner.

At Granite, the NPS and the concessioner will monitor waste water disposal to ensure Concessioner is limiting disposal to less than 100 gallons per day.

The Service will provide staff seven days per week to operate the utility systems at Granite Park and Sperry Chalets. Operation of the utility systems will include the water, sewer, and composting toilet facilities. The costs for the operation of the utility systems will be the Concessioner's responsibility. The NPS onsite staff may assist with some maintenance activities with supervisory approval as their work load allows, however, the concessioner retains primary responsibility for the work and the project costs per this plan.

The estimated utility charge that will be assessed the concessioner for 2005 is \$58,092. The amount to be paid will be finalized once actual costs for 2005 are determined and further modifications may be made if the season is extended. This payment will be paid in monthly installments as follows: \$19,364, due July 15; \$19,364 due August 15; and \$19,364 due September 15.

Any utilities associated with offices located outside Glacier National Park will be the responsibility of the Concessioner.

A. Sanitary Systems

The Service will perform the following daily. Responsibilities will include all operations, cleaning, servicing, maintenance and supplies for the sanitary systems at Granite Park and Sperry Chalets, specifically:

1. Daily cleaning and re-stocking as required in order to maintain cleanliness as per NPS 83. These checks are to be recorded on a daily log kept in the facility.
2. Daily operational checks on sanitary systems to be recorded on a log to be maintained with the equipment.

3. Maintenance as prescribed in the manufacturers O & M manual are to be performed as required on sanitary systems. Maintenance will include daily, weekly, monthly, etc.
4. Reporting requirements as specified by the NPS-83, 2nd edition, U.S. Public Health Service, and/or the State of Montana Department of Environmental Quality are to be provided on time and in accordance with regulation.
5. Cycled composted material is to be handled in accordance with state regulations. Material is to be disposed of in accordance with regulations. Should on-site landfill be allowable the material is to be disposed of in coordination with the Service.
6. System start up and shut down is to be performed in accordance with Service and Manufacturers recommendations.
7. Periodic removal of solids from the composting toilet by stock or helicopter.

B. Potable Water Treatment Systems

The Service will perform the following daily. Responsibilities will include maintaining the potable water treatment facilities at Sperry Chalets and Granite Park when system is upgraded, specifically:

1. Daily operational checks on potable water systems to be recorded on a log to be maintained with the equipment. At Granite Park waste water disposal will be monitored and logged to ensure the Concessioner is limiting disposal to less than 100 gallons per day.
2. Maintenance as prescribed in the manufacturers O & M manual/procedures supplied by the Service are to be performed as required on potable water systems. Maintenance will include daily, weekly, monthly, etc.
3. Reporting requirements as specified by the Service, U.S. Public Health Service, and/or the State of Montana Department of Environmental Quality (ARM Title:17, Chapter 38, Subchapter 2 and ARM Title 16 Chapter 18) are to be provided on time and in accordance with regulation. Reporting will include daily chlorine, PH, temperature, turbidity tests, and bi-weekly bacteriological tests.

C. Photovoltaic Systems

The Service will perform the following daily. Responsibilities will include maintaining the photovoltaic (PV) systems at both Granite Park and Sperry Chalets, specifically:

1. Daily operational checks on PV systems to be recorded on a log to be maintained with the equipment.
2. Maintenance as prescribed in the manufacturers O & M manual/procedures supplied by the Service are to be performed as required on PV systems. Maintenance will include daily, weekly, and monthly battery test, generator run times and engine maintenance.

D. Propane Systems

The Service will assist with hook up of propane provided by the Concessioner to the propane systems operating the stoves, refrigeration, and public area lighting. Propane and approved and certified propane canisters will be supplied by the Concessioner.

VI. OTHER

A. Opening and Closing Facilities

The opening and closing of facilities will be accomplished in an orderly manner. The Concessioner will give the Service at least two weeks notice of these dates. Actual opening and closing dates may be influenced by weather patterns, snowloads, and trail conditions.

At the end of the season, the Concessioner will:

1. Store mattresses and other appropriate supplies in the rodent proof storage room.
2. Clean facilities and grounds.
3. Fill propane and secure any canisters that are to remain on site. Remove other canisters.
4. Stack wood for the wood stove inside the main building or in an appropriate location on the north side of the building.
5. Remove all foods and garbage from the park. Secure any other supplies that will remain at the Chalets to protect from rodents, insects, and other wildlife.
6. Secure and store away or remove other equipment as appropriate.
7. Shutdown and securing of the buildings as appropriate. This would include removing back railings, installing shutters on windows, etc. jointly with the Service.

The Service will:

1. Shutdown and winterize all utility systems including sanitary systems, potable water systems and PV system.

B. Joint Inspections

Joint inspections of all assigned structures and facilities will be undertaken by the Concessioner and the Service on an annual basis. The inspections will take place before or after the operating season to determine if the buildings are being adequately maintained and to determine the responsibility for required maintenance items.

Maintenance needs and deficiencies will be categorized and responsibilities assigned. Those items for which the Concessioner is responsible will be included in a Maintenance Action Plan (MAP). The MAP will detail the Concessioner's plan of action for when and how the deficiency will be corrected. The MAP will cover a period of three-years and will be submitted for review and approval annually by the Service. Items that have been corrected by the Concessioner will be noted on the MAP.

C. Fire Safety

The Concessioner shall be responsible for the installation, maintenance, or replacement of all interior safety devices, fire protection equipment, and appurtenances. Smoke detectors and fire extinguishers must be provided as required in each government-owned building. Fire extinguishers must meet applicable NFPA standards. Chimneys and fireplaces are to be regularly maintained, cleaned once each year, and the ashes removed from the park.

D. Removal of Hazard Trees

The Service is responsible for removal of hazard trees within the Concessioner's assigned area(s). The Service maintenance person is the point of contact for reporting tree problems.

E. Rodent and Pest Control

Control of rodents and pests by chemical or other means is subject to NPS approval and must be in compliance with the park's Integrated Pest Management Plan. All control actions must be approved by the Resources Management Division. Management Directive for Pest Management is attached as Attachment # 3.

F. Safety and Maintenance - Concessioner Vehicles

All transportation vehicles are to be maintained in good mechanical condition, be safe to operate, and meet all State requirements. Vehicles will be inspected monthly to ensure safety, performance, and reduce emissions.

VII. GOVERNMENT-OWNED REAL AND PERSONAL PROPERTY MAINTENANCE

The Concessioner shall be responsible for the repair, replacement, and maintenance of Government Improvements and personal property assigned, as may be necessary to maintain such property in good and operable condition. All expendable Concessioner personal property replaced or purchased by the Concessioner shall be the property of the Concessioner.

Refer to the Contract in regards to ownership of improvements to Government Improvements or Concessioner Improvements.

VIII. TRANSPORT OF SUPPLIES AND EQUIPMENT

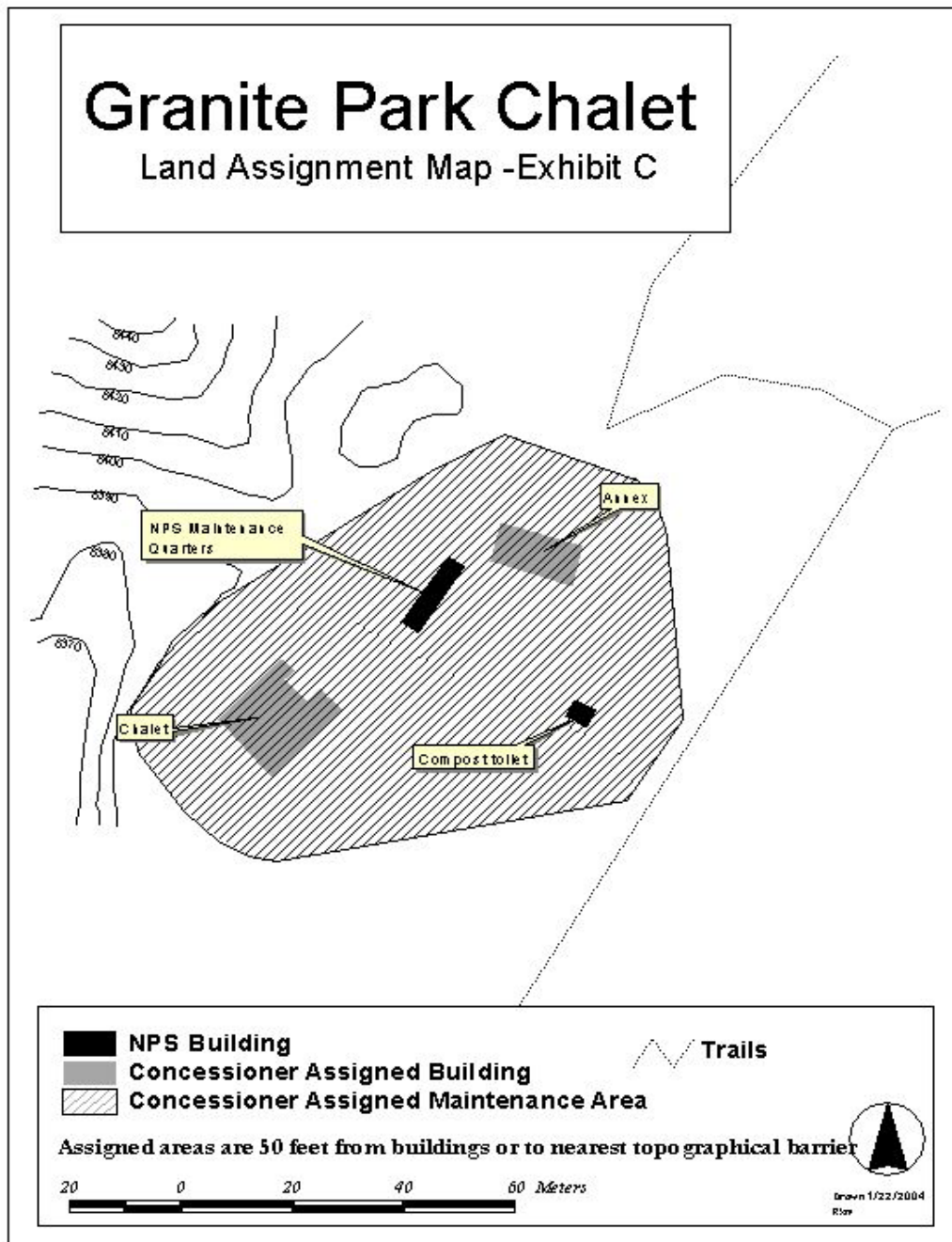
The Concessioner is responsible for providing supplies and equipment at the Chalets. Supplies and equipment are brought into the Chalets by use of pack horses. Arrangements may be made through the horse concessioner.

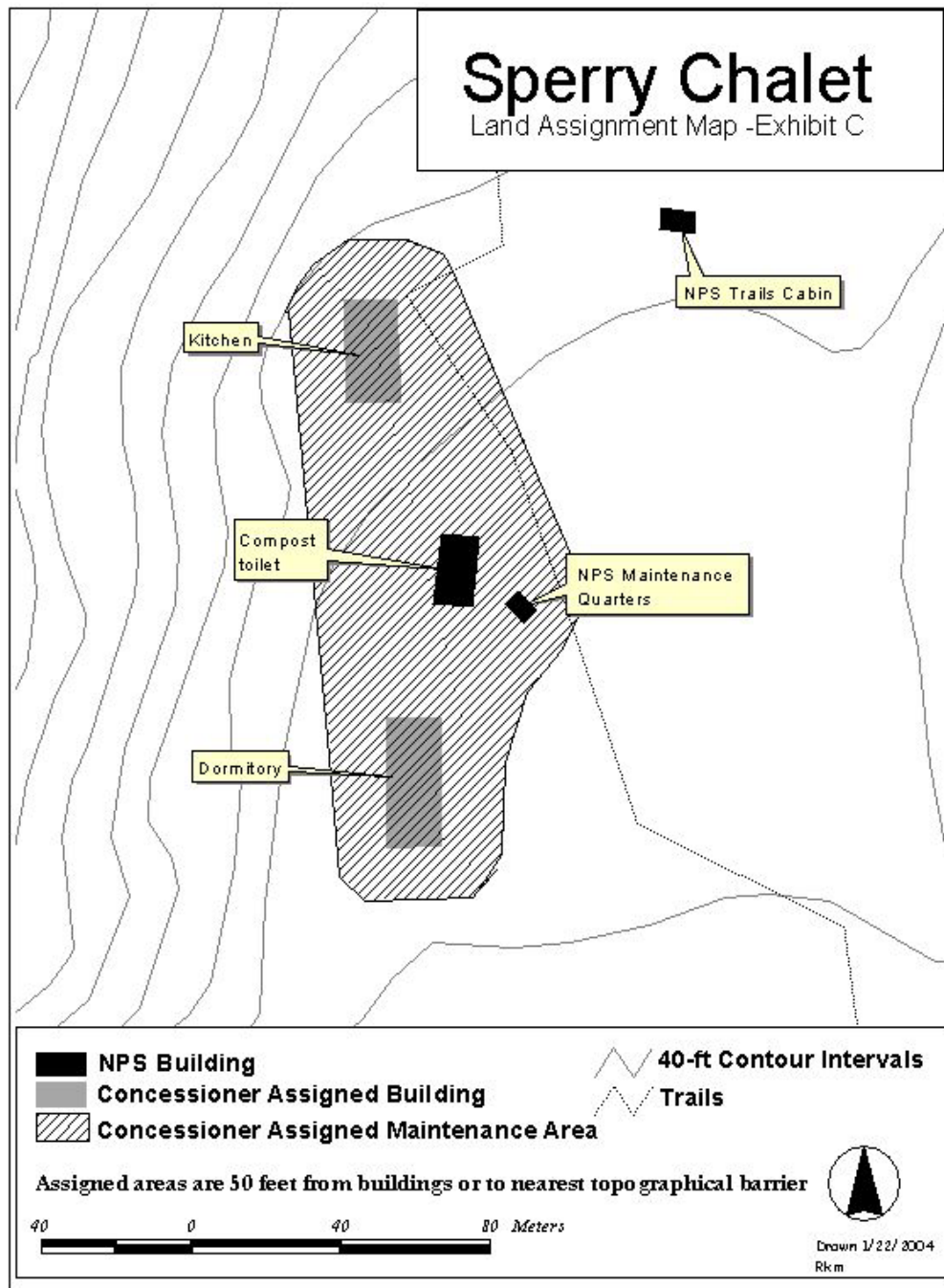
Helicopters are not used in support of this operation except in instances of emergency or overwhelming necessity, and only with prior approval of the Superintendent.

Effective _____ , **200**_____

By: _____
Superintendent, Glacier National Park

Received By: _____
[insert Concession official here]





PROPOSED PROJECT REVIEW FORM -- GLACIER NATIONAL PARK

This form is to be completed and submitted to the Superintendent to obtain approval to proceed with the proposed project. Compliance and approval processes can take a considerable amount of time. Please submit this form early. This form provides the National Park Service with all information needed for compliance with both the "Design Review Process" and the park's project compliance process.

1. Project Title:
2. Concessioner:
3. Project Location
4. Project Description: (Include what project entails, types of material to be used, identify each natural and cultural resource affected as well as the intensity of effects to any historic structure.)
5. Explain why the action is needed:
6. List other alternatives considered and why they were rejected.
7. Outline Time Schedule for Design:
8. Describe any ground disturbance that would occur to the site.
9. Outline Time Schedule for Completing Proposed Project:
10. Estimate Project Cost: _____
11. Documentation (attach):
 - 1) Photographs of existing conditions.
 - 2) Site Plans.
 - 3) Preliminary designs or construction documents.
12. If cultural resources involved the proposed action will (check as many as apply):

FABRIC

- ☐ Destroy historic fabric.
- ☐ Remove historic fabric.
- ☐ Replace historic fabric in kind.
- ☐ Add nonhistoric elements from a historic structure.
- ☐ Remove nonhistoric elements from a historic structure.

HISTORIC SCENE

- ☐ Alter historic terrain, groundcover, or vegetation.
- ☐ Introduce nonhistoric elements (visible, audible, or atmospheric) into a historic setting or environment.
- ☐ Reintroduce historic elements into a historic setting or environment.

- ☐ Remove historic elements from a historic environment.
☐ Remove nonhistoric elements from a historic environment.

ARCHEOLOGICAL RESOURCES

- ☐ Disturb, destroy, impair, or render inaccessible archeological (surface and nonsurface) resources.
☐ Possibly disturb presently unidentified archeological resources or historic fabric.

ETHNOGRAPHIC RESOURCES

- ☐ Disturb, impair, alter or render inaccessible ethnographic resources.
☐ Introduce inappropriate elements (visible, audible or atmospheric).
☐ Possibly disturb presently unidentified ethnographic resources.

OTHER

- ☐ Incur gradual deterioration of historic fabric, terrain, or setting.
☐ Involve a land transaction, sale, or lease.
☐ Other (Describe briefly):

- 6) Has area been disturbed in the past?
☐ No ☐ N/A ☐ Yes If yes, explain nature and intensity of disturbance.

Submitted By: _____ Date: _____

Pest Management

Management Policies 2001

4.4.5 Pest Management

All park employees, concessionaires, contractors, permittees, licensees, and visitors on all lands managed or regulated by the National Park service will comply with NPS pest management policies.

4.4.5.1 Pests

Pests are living organisms that interfere with the purposes or management objectives of a specific site within a park, or that jeopardize human health or safety. Decisions concerning whether or not to manage a pest or pest population will be influenced by whether the pest is an exotic or a native species. Exotic pests will be managed according to the exotic species policies... Native pests will be allowed to function unimpeded, except as noted below. The Service may control native pests to:

- Conserve threatened, rare, or endangered species, or unique specimens or communities;
- Preserve, maintain, or restore the historical integrity of cultural resources;
- Conserve and protect plants, animals, and facilities in developed areas;
- Prevent outbreaks of a pest from invading uninfected areas outside the park; or
- Manage a human health hazard when advised to do so by the U.S. Public Health Service (which includes the Centers for Disease Control and the NPS Public Health Program), or to otherwise protect against a significant threat to human safety.

4.4.5.2 Integrated Pest Management Program

The Service conducts an integrated pest management (IPM) program to reduce risks to the public, park resources, and the environment from pests and pest-related management strategies. IPM is a decision making process that coordinates knowledge of pest biology, the environment, and available technology to prevent unacceptable levels of pest damage, by cost-effective means, while posing the least possible risk to people, resources, and the environment.

The service and each park unit will use an IPM approach to address pest issues. Proposed pest management activities must be conducted according to the IPM process prescribed in Director's Order #77-7: Integrated Pest Management. Pest issues will be reviewed on a case by case basis. Controversial issues, or those that have potential to negatively impact the environment, must be addressed through established planning procedures and be included in an approved park management or IPM plan. IPM procedures will be used to determine when to implement pest management actions, and which combination of strategies will be most effective for each pest situation.

Under the Service's IPM program, all pesticide use on lands managed or regulated by the Service, whether that use was authorized or unauthorized, must be reported annually.

4.4.5.3 Pesticide Use

A pesticide, as defined by the Federal Insecticide, Fungicide and Rodenticide Act, is any substance or

mixture that is used in any manner to destroy, repel, or control the growth of any viral, microbial, plant, or animal pest. ...All prospective users of pesticides in parks must submit pesticide use requests, which will be reviewed on a case by case basis..The decision to incorporate a chemical...into a management strategy will be based on a determination by a designated IPM specialist that it is necessary, and that other available options are either not acceptable or not feasible.

4.4.5.4 Pesticide Purchase and Storage

Pesticides must not be stockpiled. No pesticides may be purchased unless they are authorized and expected to be used within one year from the date of purchase. Pesticide storage, transport, and disposal will comply with procedures established by the EPA, the State of Montana, and Directors orders #30A: Hazard Waste Management; Directors Order#77-1 Wetland Protection; and Directors order 77-7.

The Park Service IPM Biologist will meet with the concessioner once a year in the winter to review the IPM procedures required in Directors Order 77-7, to identify pest issues that will need to be addressed during the upcoming season, and to write annual IPM action plans for the upcoming season. The IPM Biologist will provide Contract Performance Specifications for the concessioner if an IPM subcontractor is to be hired.